

✓ Ref - 5  
C4 m2  
DOS

13 September 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Reports Management

I have today reviewed the reports procedures of this staff with SSA(Log), SSA(Pers), SSA(Comp), and [REDACTED] of the Publications Control Staff. As of this date the above agree that no administrative or management reports, either recurring or required, are now being prepared at the request of this staff or any component thereof. I cancelled the one administrative report which had been prepared for the first six months of the existence of this staff because its recurring submission had completely answered the initial requirement for it.

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Prepared reports as defined in enclosure #1 to your memorandum of 9 September are the type of routine staff reports which this staff may be called upon to produce at any time on request. In a large number of cases these are drafted as explanations of policy and procedures required by one or more of the ED/P elements. Other reports, as defined in enclosure #1, may, on occasion, be prepared as transmittal memoranda where an added explanation, interpretation, or guidance would be of benefit to the ultimate recipient of a report or study in hand wherein such document is being transmitted via this staff.

This staff will be happy to participate in the analysis of the documents resulting from this present survey, and in the development of appropriate directives and procedures as desired.

[REDACTED]  
Special Support Assistant  
to the  
Deputy Director (Support)

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cc: Chief, Management Staff